



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD FOR LICENSING CONTRACTORS**  
500 JAMES ROBERTSON PARKWAY, DAVY CROCKETT TOWER, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
TELEPHONE: 800-544-7693 OR (615) 253-4711 OR FACSIMILE (615) 532-2868  
[www.state.tn.us/commerce/boards/contractors](http://www.state.tn.us/commerce/boards/contractors)

## Hardship License – Request for Early Review

In order for a contractor to be reviewed prior to the next scheduled Board meeting, they must meet the criteria as an undue hardship on the owner or be in the best interest of the public safety and welfare. See T.C.A. § 62-6-111(k)(3) and Rule 0680-1-.02(2).

Contractors must complete the application process, in its entirety, to be considered and provide a written request describing the hardship from the owner (not the contractor). The hardship letter must include: details of the hardship; reason the application process must be rushed; the need to use this particular contractor and not a contractor who already has a license; describe the project and location; and the bid date.

Pursuant, T.C.A. § 62-6-109, Public Chapter 191, any applicant meeting the hardship criteria and approved, their license information must be posted on the website and ratified at the Board's next scheduled meeting. The contractor will be issued a letter confirming approval and a license certificate will be mailed after the Board meets. License certificates are issued and mailed after the full Board votes for approval and the license information will be available on the website after the Board meeting at: <http://licsrch.state.tn.us/>

### HARDSHIP LICENSE REQUEST

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_; Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_; Email: \_\_\_\_\_

Owner of Project: \_\_\_\_\_

Project Name and  
Location: \_\_\_\_\_

Type of Work/Classification Needed: \_\_\_\_\_

Monetary Limit Needed for Project: \_\_\_\_\_ Date Needed/Bid Due: \_\_\_\_\_

*As contractor requesting an early review, I ☐ **\*HAVE** ☐ **HAVE NOT** bid, offered to engage or performed any work without the appropriate license, which would be in violation of T.C.A. 62-6-120, and would prevent participating or rebidding on project.*

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\*If you checked "HAVE", please attach a detailed explanation. Violation of this law may prevent a license from being granted for six (6) months and subject to civil penalties.

#### **ATTACH HARDSHIP LETTER FROM OWNER**

Please attach a signed letter from the owner, on their letterhead with their address and telephone information. Letter must include details of the project, bid date, name or type of project, location and describe the hardship and the need to expedite license, such as: specialized work is related to contractor's experience or the need for additional licensed contractors to obtain competitive bids, etc.